

Task Order Progress Report

Task Order Number	0056
Task Order Title	RI/FS- United Zinc Number 1 Site
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	September 20, 2012, through March 31, 2015

This Task Order Progress Report is for the remedial Investigation/Feasibility Study (RI/FS) at the United Zinc Number 1 Site in Iola, Kansas. This Report summarizes work performed during the reporting period as well as financial information relative to Contractor compliance with the negotiated schedule and budget detailed in the Task Order Proposal submitted to EPA Region 7 by HydroGeoLogic, Inc. (HGL) on August 22, 2012, in response to the Task Order Statement of Work (SOW) issued by the EPA Contracting Officer. The Task Order Project Officer (TOPO) for this task order is Don Bahnke. Activity on this Task Order is summarized in Sections 1 through 5 and augmented by summary Reports A through G attached. This report discusses the activities conducted under this task order for the reporting period that coincides with the calendar month. The HGL accounting period for this time frame is *December 1 through December 28, 2012*. Therefore, costs associated with some activities accomplished during the calendar month, but outside the accounting period, may appear in next month's invoice.

1. ACTIVITY FOR THE REPORTING PERIOD

TASK 1 - PROJECT PLANNING AND SUPPORT (PP)

Subtask 1.1 Attend Scoping Meeting

The scoping meeting was held at EPA on July 11, 2012. Efforts for the scoping meeting were conducted as part of the contract requirements.

Subtask 1.2 Site Visit and Report

Because of time constraints in meeting the task order proposal submission date, a site visit in support of preparation of this task order proposal was not completed under Subtask 1.2.

Subtask 1.3 Task Order Proposal (Work Plan)

The initial Task Order Proposal was submitted on July 25, 2012, as part of the contract requirements.

Subtask 1.4 Negotiations and Task Order Proposal Revision

HGL participated in a negotiation session with EPA on August 15. Based on discussions held during this meeting, the initial Task Order Proposal was revised. The revised Task Order Proposal was submitted on August 22 and EPA subsequently awarded the task on September 20, 2012. These efforts were conducted as part of the contract requirements.



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Subtask 1.5 Conflict of Interest (COI) Disclosure

The signed COI Disclosure form was submitted to EPA on July 25 with the original Task Order Proposal as Attachment A.

Subtask 1.6 Health and Safety Plan

The HSP was submitted to the EPA as an attachment to the Sampling and Analysis Plan (SAP) on November 13.

Subtask 1.7 Sampling and Analysis Plan

Charges will not be incurred under this subtask. The SAP consists of the Field Sampling Plan (FSP) and Quality Assurance Project Plan (QAPP). Charges will be incurred these subtasks.

Subtask 1.8 Field Sampling Plan

The FSP was submitted to EPA on November 13 as a component of the SAP.

Subtask 1.9 Quality Assurance Project Plan

The QAPP was submitted to EPA on November 13 as a component of the SAP.

Subtask 1.10 Project Management

Subtask 1.10.1 Project Management

The following project management activities were conducted during this reporting period:

- *The HGL TOM and EPA TOPO communicated via telephone and email regarding project issues and scheduling.*
- *The HGL TOM coordinated work activities of the HGL project team.*
- *Weekly cost tracking was performed.*
- *Relevant documents and correspondence were incorporated into the project file.*
- *The monthly progress report for the previous period was prepared.*

Subtask 1.10.2 Meetings

No activities were conducted under this subtask during this reporting period.

Subtask 1.11 Subcontractor Procurement and Management

The bids for investigation-derived waste (IDW) disposal services were received in December 2012. HGL plans to summarize bids and notify the winning bidder in January 2013.

Subtask 1.12 Evaluate Existing Data and Documents

No activities were conducted under this subtask during this reporting period.

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Subtask 1.13 Prepare Technical Memorandum

This subtask was eliminated from the SOW during negotiations.

Subtask 1.14 Responses, Technologies, and Operable Units Memorandum

During negotiations, EPA determined that no level of effort (LOE) hours or costs will be allocated to this subtask at this time.

Subtask 1.15 Exposure Pathway Analysis

This subtask was eliminated from the SOW during negotiations.

Subtask 1.16 Applicable or Relevant and Appropriate Requirement (ARARs) Identification Letter Memorandum

No activities were conducted under this subtask during this reporting period.

Subtask 1.17 Laboratory QA Program

This subtask was eliminated from the SOW during negotiations.

Subtask 1.18 Develop and Review laboratory Qualifications

This subtask was eliminated from the SOW during negotiations.

TASK 2 - COMMUNITY RELATIONS (CR)

Subtask 2.1 Community Interviews

No activities were conducted under this subtask during this reporting period.

Subtask 2.2 Community Involvement Plan

No activities were conducted under this subtask during this reporting period.

TASK 3 - FIELD INVESTIGATION (FI)

Subtask 3.1 Field Mobilization and Demobilization

No activities were conducted under this subtask during this reporting period.

Subtasks 3.2 and 3.3 - Not Assigned

Subtask 3.4 Environmental Sampling, Including Collection, Preparation, and Shipping

Costs for this subtask are captured under Subtasks 3.4.1 through 3.4.7.

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Subtask 3.4.1 Property Access

During the site reconnaissance visit conducted December 10 and 11, HGL observed random properties throughout the City of Iola that need to be assessed. While viewing the properties, HGL noted a newly constructed daycare facility at 525 Kennedy Street. EPA was notified of the new daycare facility on December 14. EPA subsequently requested that HGL provide the contact information for the state agency responsible for licensing daycare facilities. EPA will then obtain a complete list of daycare facilities in the city to ensure all properties have been or will be assessed. The contact information was provided to EPA the same day it was requested.

Subtask 3.4.2 Residential Surface Soil Sampling (1,715 Properties)

HGL completed quick guides (step-by-step procedures laminated for field use) for the following activities:

- Residential property sampling;*
- Sample preparation; and*
- Sample analysis.*

A quick guide for the field team leader's daily quality assurance (QA) activities is anticipated to be finalized during the next reporting period.

Subtask 3.4.3 Well Sampling

No activities were conducted under this subtask during this reporting period.

Subtask 3.4.4 Sediment and Surface Water Sampling

No activities were conducted under this subtask during this reporting period.

Subtask 3.4.5 Stream Bank Soil Sampling

No activities were conducted under this subtask during this reporting period.

Subtask 3.4.6 Indoor Dust Sampling

No activities were conducted under this subtask during this reporting period.

Subtask 3.4.7 Drip Zone Surface Soil Sampling

No activities were conducted under this subtask during this reporting period.

Subtasks 3.5 and 3.6 – Not Assigned

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Subtask 3.7 Manage Investigation-Derived Waste

No activities were conducted under this subtask during this reporting period.

Subtask 3.8 Site Reconnaissance

The site reconnaissance visit was completed on December 10 and 11, 2012, by the HGL project manager and field team leader. The team evaluated a potential office space and discussed rental terms, examined stream bank sampling locations, attempted to locate private wells, visited some of the properties that still need to be assessed, and evaluated local vendors.

Subtask 3.9 Ecological Characterization – Not Assigned

TASK 4 - SAMPLE ANALYSES (SN)

Subtask 4.1 Sample Analysis

Costs for this subtask are allocated under Subtask 4.2.

Subtask 4.2 Soil Sample Speciation Study

No activities were conducted under this subtask during this reporting period.

TASK 5 - ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

Subtask 5.1 Sample Collection and Preparation

This subtask includes only sample shipment efforts. No activities were conducted under this subtask during this reporting period.

Subtask 5.2 Data Quality Objectives – Not Assigned

Subtask 5.3 Not Applicable

Subtask 5.4 Coordinate Sample Delivery

Subtask 5.4.1 EPA Region 7 Laboratory

No activities were conducted under this subtask during this reporting period.

Subtask 5.4.2 Speciation Lab – In Vitro

No activities were conducted under this subtask during this reporting period.

Subtask 5.4.3 Speciation Lab – In Vivo – Not Assigned

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Subtask 5.5 Not Assigned

Subtask 5.6 Data Management

Costs associated with data management are captured under Subtask 6.1

Subtask 5.7 Data Validation

This subtask was eliminated during the scoping meeting.

Subtask 5.8 Review Data Usability

Subtask 5.8.1 XRF vs Laboratory Data Correlation

No activities were conducted under this subtask during this reporting period.

Subtask 5.8.2 Particle Size Correlation

No activities were conducted under this subtask during this reporting period.

Subtask 5.8.3 Speciation Data Report Review

No activities were conducted under this subtask during this reporting period.

TASK 6 - DATA EVALUATION (DE)

Subtask 6.1 Data Reduction and Tabulation

HGL reviewed historical site documents to ensure the fixed laboratory analytical data provided by the EPA TOPO was comprehensive. After the review was complete, HGL tabulated the fixed laboratory analytical data and matched the data with its corresponding field XRF screening result. The correlation coefficient (r^2) was then calculated for the matched data. On October 26, the HGL TOM sent the EPA TOPO a detailed email describing the method used to calculate the r^2 , the result ($r^2 = 0.7226$), and references for assessing r^2 results.

Subtask 6.2 Environmental Fate and Transport Modeling/Evaluation

No activities were conducted under this subtask during this reporting period.

Subtask 6.3 Hazardous Metals Co-Location Evaluation

HGL began revising the Data Correlation and Hazardous Metals Co-Location Evaluation Report, which was originally submitted to EPA under task order 0028. The EPA TOPO requested that HGL update the report with the new correlation value calculated (see Subtask 6.1). It is anticipated that efforts to finalize this report will continue into January 2013.

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Subtask 6.4 Soil Contaminant Trend Evaluation – Not Assigned

Subtask 6.5 Mail Data Transmittal Letters

Subtask 6.5.1 Newly Sampled Properties

No activities were conducted under this subtask during this reporting period.

Subtask 6.5.2 Historically Sampled Properties

EPA provided HGL with a pdf version of the Removal Action Summary Report that contained the field sketches for the properties previously assessed. HGL created approximately 1,600 individual pdf files, one for each property, of the field sketches with unique identifiers. EPA requested that HGL establish and host an FTP site to transfer data as necessary. The 1,600 files were uploaded to the FTP site in early October. EPA tested the site and noted that the site met their requirements.

TASK 7 - ASSESSMENT OF RISKS (RA)

Subtask 7.1 Human Health Risk Assessment

This subtask was eliminated from HGL's scope of work during the scoping meeting; EPA elected to conduct this work.

Subtask 7.2 Ecological Risk Assessment

This subtask was eliminated from HGL's scope of work during the scoping meeting; EPA elected to conduct this work.

TASK 8 - TREATABILITY STUDY/PILOT TESTING (TT) – NOT ASSIGNED

TASK 9 - REMEDIAL INVESTIGATION REPORT (RR)

Subtask 9.1 Draft Remedial Investigation Report

No activities were conducted under this subtask during this reporting period.

Subtask 9.2 Final Remedial Investigation Report

No activities were conducted under this subtask during this reporting period.

TASK 10 - REMEDIAL ALTERNATIVE SCREENING (RS)

Subtask 10.1 through 10.5 - Not Assigned

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Subtask 10.6 Remedial Alternatives Screening Section

No activities were conducted under this subtask during this reporting period.

TASK 11 - REMEDIAL ALTERNATIVES EVALUATION (RE)

No activities were conducted under this subtask during this reporting period.

TASK 12 - FS REPORT (FS)

Subtask 12.1 Draft Feasibility Study Report

No activities were conducted under this subtask during this reporting period.

Subtask 12.2 Final Feasibility Study Report

No activities were conducted under this subtask during this reporting period.

TASK 13 - POST RI/FS SUPPORT (PR)

Subtask 13.1 Attend Public Meetings – Not Assigned

Subtask 13.2 Prepare Presentation Materials

No activities were conducted under this subtask during this reporting period.

Subtask 13.3 Assist with Responsiveness Summary – Not Assigned

Subtask 13.4 Assist with Proposed Plan and ROD

No activities were conducted under this subtask during this reporting period.

Subtask 13.5 Assist with FS Addendum – Not Assigned

TASK 14 - NEGOTIATION SUPPORT (NG) – NOT ASSIGNED

TASK 15 - ADMINISTRATIVE RECORD (AR) – NOT ASSIGNED

TASK 16 - TASK ORDER CLOSE OUT (CO)

Subtask 16.1 File Duplication, Distribution, Storage, and Archiving

No activities were conducted under this subtask during this reporting period.

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Subtask 16.2 Return Documents to EPA

No activities were conducted under this subtask during this reporting period.

Subtask 16.3 Prepare Data Storage Media

No activities were conducted under this subtask during this reporting period.

Subtask 16.4 Task Order Closeout Report

No activities were conducted under this subtask during this reporting period.

2. SCHEDULE AND COST VARIANCES WITH RECOMMENDED SOLUTIONS

None to report.

3. OTHER PROBLEMS AND RECOMMENDED SOLUTIONS

None to report.

4. CONTRACTOR INITIATED INNOVATIONS AND COST SAVINGS

The owner of the potential field office listed a monthly lease rate of \$2,300 per month. HGL negotiated the lease rate down to \$1,300 per month with no deposit requirement, no minimum lease term, and paid utilities. Monthly cost savings extrapolated over the anticipated duration of the field effort yields a cost savings to the project of over \$6,000.

5. ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD

The activities planned for the next period include the following:

- Continue weekly cost tracking, filing, and routine communications with the EPA TOPO.*
- Prepare the monthly status report and invoice for the previous reporting period.*
- Prepare a trip report for the site reconnaissance effort.*
- Continue efforts to establish subcontracts with vendors.*
- Develop and finalize a lease agreement with the owner of the potential field office.*
- Finalize field team leader quick guide.*
- Update the correlation report originally developed under task order 0028.*
- Begin procurement of field supplies that will require more effort to obtain than standard field items (for example: particulate hood, NIST standards, sieving equipment and lockable storage cabinet).*

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- *Commence efforts to plan for and implement access effort.*
- *Attempt to resolve interface issues between the x-ray fluorescence (XRF) instrument and laptop computer to support data downloads.*

Report A: Task Order Summary

This report provides an overview of the entire Task Order, including current and cumulative expenditures, percent of project complete, current funding level, negotiated work plan hours and dollars, estimate to complete, and any open payment suspensions on the Task Order.

Report B: Cumulative Labor Report for Task Order

This report provides the cumulative expenditures by labor category for hours and dollars for the entire Task Order.

Report C: Task Level Summary

This report provides a summary of the expenditures for each task within the statement of work, including labor, subcontracts, travel, and other ODCs.

Report D: Current Labor Report

This report provides a summary of personnel for the reporting period and cumulative expenditures for all labor by task.

Report E: Subcontract Report

This report provides information on activities and costs of any subcontract efforts under the Task Order for each task.

Report F: ODC Report

This report provides information on ODCs incurred other than subcontract or travel under the Task Order for each task.

Report G: Travel Report

This report provides information on travel directly related to the Task Order by task.

THE FOLLOWING PAGES HAVE BEEN
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11 through 17

DUE TO CONFIDENTIAL BUSINESS
INFORMATION (CBI)